

Courtroom A/V Quick Reference Guide

provided by

The Office of the Clerk of the Circuit Court

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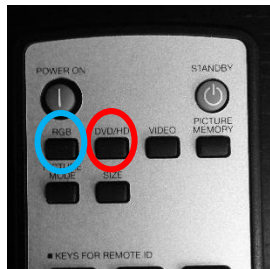
HDMI (Video & Audio)

1. Connect Black HDMI input to device
2. Using the TV Remote Press **DVD/HD** until DVD/HD3 shows in the top right corner of the TV Screen

VGA (Video Only)

1. Connect Blue VGA input to device
2. Using the TV Remote Press **RGB** until VGA shows in the top right corner of the TV Screen

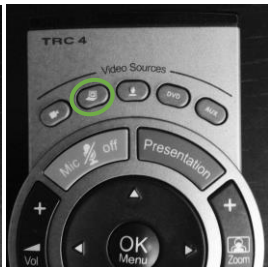
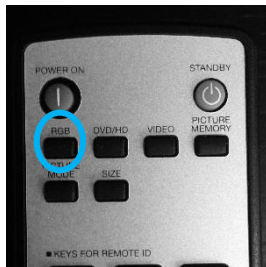
*Playback Audio can be affected by the volume of the connected device and the television



VGA w/ Audio

1. Connect Black VGA input to the device
2. Plug Audio jack into the speakers/headphone port of the device
3. Using the TV Remote Press **RGB** until DVI shows in the top right corner of the TV Screen
4. Using the Tandberg Remote Press the **laptop** button

*Playback Audio can be affected by volume of the connected device, the television and the Tandberg

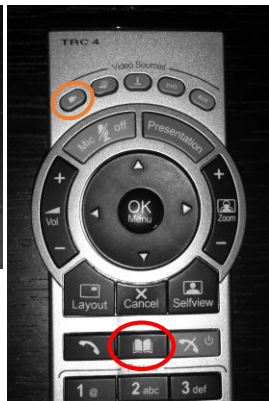
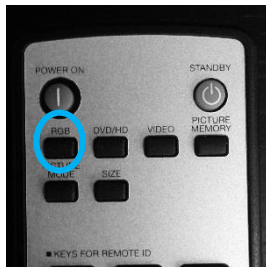


Tandberg Video Conferencing

1. Using the TV Remote Press **RGB** until DVI Shows in the top right corner of the TV Screen
2. Using the Tandberg Remote Press the **camera** button.
3. Press the **Address Book** button.
4. Select the location you would like to call.

*Playback Audio can be affected by volume of the connected device, the television and the Tandberg

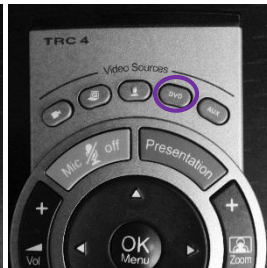
*Microphone Audio is controlled by the Tandberg Remote



DVD/VCR Player

1. Using the TV Remote Press **RGB** until DVI Shows in the top right corner of the TV Screen
2. Using the Tandberg Remote Press the **DVD** button.
3. Using the DVD Remote
 - a. for DVDs press **DVD**
 - b. for Video Cassettes press **Video**

*Playback Audio can be affected by volume of the television and the Tandberg



Frequently Asked Questions

❖ Why can't I hear anything?

- Check to make sure all levels are turned up and that none of the devices have been muted

❖ Why can't I see anything?

- Check to make sure all devices are connected properly and that you are on the correct input on both the TV and Tandberg as necessary
- If using a laptop sometimes it helps to refresh the display settings. This varies depending on the laptop but is usually function + F8

❖ What equipment does the Circuit Court Clerk's Office provide?

- The Clerk's Office can provide on a first come basis the following:
 - ◆ Projector – This can be hooked up to a litigant's personal laptop using VGA Connections. The Clerk's Office does not have projector screens.
 - ◆ Document Camera – This can be hooked up to the televisions using VGA connections
 - ◆ Laptop – This can be hooked up to the television using the HDMI connection.

❖ Does the Clerk's Office provide any adapters?

- No. You are responsible for providing any adapters needed to hook your device up to the VGA or HDMI inputs.

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